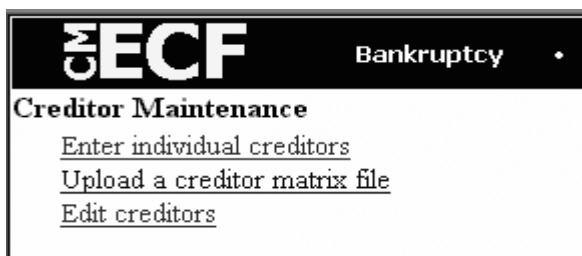# CREDITOR MATRIX

A creditor matrix contains creditor information such as the name of the creditor and their mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.
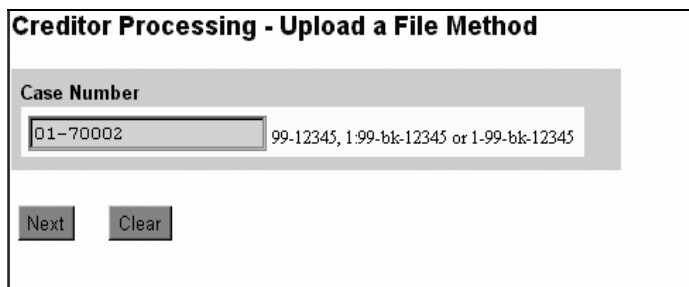
The following instructions will guide you through the process of uploading creditor information (*.txt* file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

Uploading a Creditor Matrix File into the CM/ECF System

STEP 1   Create the creditor matrix and save it as a ***.txt file.***
Do **not** add the case number to the file as it will count as a creditor.

STEP 2   Select **Bankruptcy** from the Main Menu, and then click on **Creditor Maintenance** from the Bankruptcy Events menu. The *Creditor Maintenance Menu* appears.
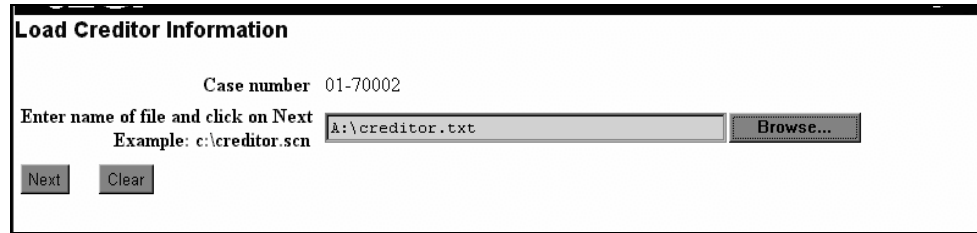

STEP 3   Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.

STEP 4   The **Creditor Processing - Upload a File Method** screen appears.

- Enter case number and click on **Next** to continue, or **Clear** to restart.
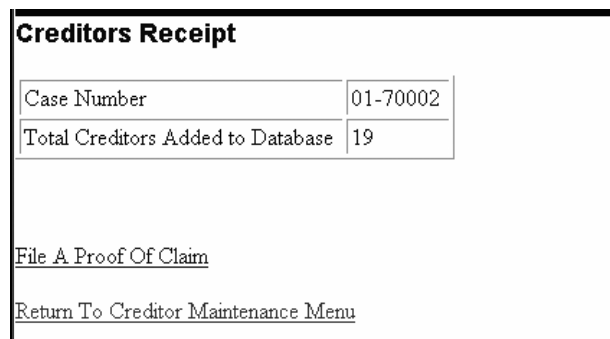
STEP 5   The **Load Creditor Information** screen appears.

- Enter name of file, or click on **Browse** to search. File must be in *.txt* format.
- Click on **Next** to continue, or **Clear** to restart.

STEP 6   The **Add Creditors - Total Creditors Entered Verify** screen appears:
  - Verify the creditor count information.
  - **If correct**, click on **Submit** button.
  - **If incorrect**, click on **Back** hypertext link to return to the previous screen. This will return you to **Step 5** so that the file uploaded may be checked and/or replaced. (Example: creditors from wrong case number).

STEP 7   The **Creditors Receipt** screen appears, acknowledging the total number of creditors added to database. Creditors are now attached to the bankruptcy case.
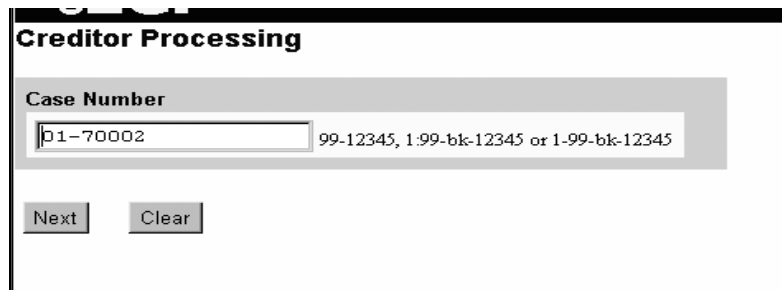
STEP 8   **To proceed from this point:**
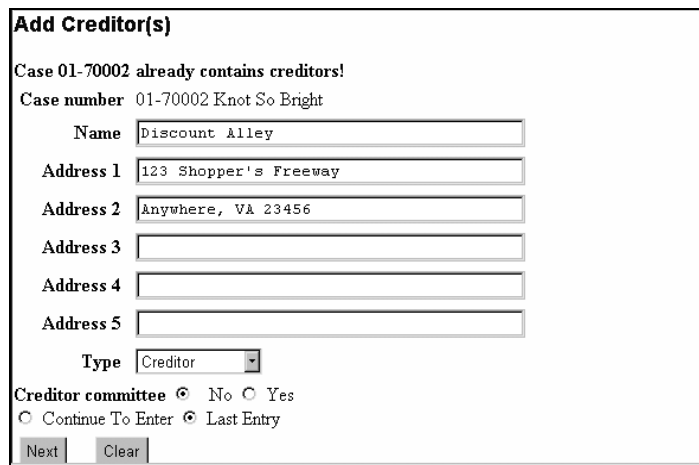 - Select **File A Proof of Claim**; see that section for instructions.
  - Select **Return To Creditor Maintenance** hypertext link to return to the Creditor Processing menu.
  - Select option from CM/ECF Main Menu.

Entry of Individual Creditors:

STEP 1   Select **Bankruptcy** from the Main Menu, then click on **Creditor Maintenance** hypertext link from the Bankruptcy Events menu. The *Creditor Maintenance Menu* appears.

STEP 2   Select **Enter Individual Creditors** hypertext link from the Creditor Maintenance Menu.

STEP 3   **Creditor Processing** screen appears. Enter case number and click on **Next** to continue, or **Clear** to restart.

Creditor Processing

Case Number

| 01-70002 | 99-12345, 1:99-bk-12345 or 1-99-bk-12345 |

Next   Clear

STEP 4   The **Add Creditor(s)** screen appears.

Add Creditor(s)

Case 01-70002 already contains creditors!

Case number 01-70002 Knot So Bright

Name   Discount Alley
Address 1   123 Shopper's Freeway
Address 2   Anywhere, VA 23456
Address 3
Address 4
Address 5
Type   Creditor
Creditor committee   ⊙ No ○ Yes
○ Continue To Enter ⊙ Last Entry
Next   Clear

◆   Using the <Tab> key to advance to each field, enter creditor name and address with city, state, and zip on same line.

STEP 5   At the **Type** field, select the appropriate type of creditor using the ▾ arrow to the right of the dialog box: **Creditor**, **Administrative**.

STEP 6   Select whether or not the creditor added is a member of a creditor committee.

STEP 7 **To add additional creditors:**
- Select **Continue to Enter**
- Click on **Next** and repeat above steps until all creditors have been entered.

STEP 8 **After all creditors have been entered:**
- Select **Last Entry** and click on **Next**.

STEP 9 **Add Creditor(s) - Total Creditors Entered** screen appears:

Add Creditor(s)

Total Creditors Entered 1

Submit

- Verify the creditor count information.
- If correct, click on **Submit** and proceed to **Step 10**.
- If incorrect, click on **Back** hypertext link to return to the previous screen, and change selection of **Continue To Enter** or **Last Entry.**
  If creditor was mistakenly added, click on **Back** hypertext link to return to **Add Creditor(s)** screen until the incorrect creditor appears, and then click on Clear and the **Back** hypertext link once more to select **Last Entry**.

STEP 10 **Creditors Receipt** screen appears, acknowledging the total number of creditors added to database. Creditors are now attached to the bankruptcy case.

Creditors Receipt

Case Number	01-70002
Total Creditors Added to Database	1

File A Proof Of Claim

Return To Creditor Maintenance Menu

STEP 11 **To proceed from this point:**
- Select **File A Proof of Claim** hypertext link to file a claim in the case.
- Select **Return To Creditor Maintenance** hypertext link to return to the Creditor Processing menu.
- Select option from CM/ECF Main Menu.